



# POSITION ANNOUNCEMENT

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State Superintendent of Schools

Office of Human Resources · 200 West Baltimore Street · Baltimore, MD 21201 · 410-767-0019 · 410-333-3045 TTY/TDD

## **DIVISION FOR SCHOOL EFFECTIVENESS**

December 5, 2016

### **OFFICE OF SCHOOL AND COMMUNITY NUTRITION PROGRAMS**

**POSITION TITLE:** Administrative Specialist III – Nutrition Program Support

**POSITION NUMBER:** CTR 227019 (JobAps #16-006118-0003)

**SALARY:** State Salary Grade 12  
Annual Salary Range: \$34,390-\$49,355

**LOCATION:** Nancy S. Grasmick Building  
200 West Baltimore Street  
Baltimore, Maryland 21201

**NATURE OF WORK:** This is a full-time Contractual position serving as an administrative professional providing administrative and technical support to the employees in the Office of School and Community Nutrition Programs at the Maryland State Department of Education.

**DUTIES AND RESPONSIBILITIES:** Provides broad-based administrative support to all six Sections in the Office of School and Community Nutrition Programs specific to: event planning, document management, resource management, program evaluation and assessment, communications, administrative assistance, and general technical assistance to Agencies. The position assures effective, productive, and accurate daily operations in an environment conducive to efficiency.

**MINIMUM QUALIFICATIONS:** **EDUCATION:** Completion of 60 credit hours at an accredited college or university.  
**EXPERIENCE:** Two years of experience in administrative or professional work.

**Notes:**

1. Candidates may substitute experience as defined above at the rate of one year experience for 30 credit hours of education for up to 60 credit hours of the required education.
2. Candidates may substitute a bachelor's degree from an accredited college or university for the required education and experience.
3. Candidates may substitute U.S. Armed Forces military service experience as a non-commissioned officer involving staff work requiring regular use of independent judgment and analysis in applying and interpreting rules and regulations in accordance with agency laws and policies on a year to year basis for the required education and experience.

**ESSENTIAL REQUIREMENTS:** Knowledge of: proper English usage; reference and research methods, and techniques used in collecting, compiling, and organizing data and information; proper business grammar, punctuation, and proofreading; Microsoft Office suite proficiency; and ability to summarize, group and visualize data. Ability to: write, use independent judgment and analysis in applying and interpreting rules and regulations in accordance with agency laws and policies; conduct studies and analysis of programs, and procedures; prepare and present reports and provide sound recommendations for improvements; establish and maintain effective working relationships with co-workers and the general public; collect, compile, edit, classify and tabulate quantitative data; ascertain information by personal contact; and prepare and present ideas and information clearly and concisely.

**PROCEDURE FOR APPLICATION:**

To apply for this position online go to [MSDE Jobs on JobAps](http://MSDEJobs.onJobAps.com) (or complete an MSDE Application on [marylandpublicschools.org](http://marylandpublicschools.org)). On-line applications (and resumes) are the preferred method for receiving your application/attachments. Using this method will allow applicants to access their documents for future recruitments for which they apply and verify that the appropriate documents (resume-credentials) have been attached to the recruitment that requires them. Applicants must include their resume and provide sufficient information on the application to document that they satisfy the minimum qualifications for this recruitment. Please do not put "See Resume" in the job duties section of your application; your application will not be considered.

If you utilize fax or regular mail as the option to submit required attachments, you will need to resubmit these documents each time you apply for a new position that requires the attachments. Additionally, you must include the following information on each page of the attachment you submit in order to ensure that we append the attachments to the correct recruitment: First and Last Name, Recruitment Number, and the last 4 digits of your SS# and indicate application for - **Administrative Specialist III – Nutrition Program Support: CTR# 227019 - Jobaps# 16-006118-0003** Mailing Address: Maryland State Department of Education, Office of Human Resources, 200 West Baltimore Street, Baltimore, Maryland 21201. Fax: 410-333-8950 – This fax number is for Department of Education recruitment actions only.

If you have difficulty with your user account or have general questions about this online application system, please contact the MD Department of Budget and Management, Recruitment and Examination Division at 410-767-4850. For inquiries or an MSDE Application, contact 410-767-0019 or TTY/TDD 410-333-3045 or visit our website at <http://www.marylandpublicschools.org/>.

*Appropriate accommodations for individuals with disabilities are available upon request.*

**CONDITIONS OF EMPLOYMENT:**

Proof of eligibility to work in compliance with the Immigration Reform and Control Act and travel throughout the state are required. Any misrepresentation of academic or experience requirements for this position may result in non-selection or termination of employment.

**CLOSING DATE:**

**Applications should be received by: December 16, 2016**